

**CALIFORNIA INDUSTRIAL DEVELOPMENT FINANCING ADVISORY
COMMISSION PROJECT APPLICATION**

Please complete the following information format. Fill in the appropriate charts on employment, payroll, and cost information. Attach additional sheets to complete the remaining information.

The complete application package must be typed.

- I. ISSUING AUTHORITY** - Name, address, telephone number, and contact person.
- II. PUBLIC JURISDICTION** - Name, address, telephone number and contact person.
- III. APPLICANT COMPANY** - Please answer the following questions (A-F) for both the applicant (borrowing entity) and the user of the facility, if different.

Company Identification

- A. Official business name, address, telephone number, telefax number and contact person.
- B. Any "Doing Business As" names.
- C. Address of Applicant's headquarters, if different.
- D. Other operating locations in California.
- E. The legal form of the Applicant, corporation, partnership, or sole proprietorship. Complete the appropriate section below.

Corporation

- 1) Officers of the Corporation.
- 2) Major Shareholders (10% or more).
- 3) Date and place of incorporation.
- 4) For publicly held corporations, stock exchange on which listed. If traded over the counter, or on NASDAQ, please indicate the market makers.

Partnership

- 1) Names and addresses of general and limited partners, and share of ownership.
- 2) Date of partnership.

Sole proprietorship - date and place of establishment.

Business relationships

Is the Applicant or User an owner, subsidiary or affiliated directly or indirectly with any other business or organization? If so, indicate the relationship.

Company Description

- A. Tax Identification for Applicant and User
 - 1. IRS Office where tax returns are filed
 - 2. Tax Identification Number.
- B. SIC Number of company.
- C. Description of principal products and/or services.
- D. Major customers of firm's products, identifying specific companies and type of customer (i.e. discount retailer).
- E. Description of firm's present physical facilities, including size and use of facility.
- F. Other tax-exempt financings currently outstanding.

IV. DESCRIPTION OF THE PROJECT

Project Location and Site Information

- A. Address and size of site (attach map or drawing) with streets.
- B. Description of current improvements on the site, including age, current use and size; include pictures.
- C. Ownership
 - 1. Does Applicant currently own site?
 - 2. If Applicant does not own site, a description of escrow agreement, lease arrangements, options or other evidence of Applicant's permission to use site or plans to acquire site.
- D. Is the project located in a state-designated enterprise zone? If so, which zone?

Proposed Project Description

- A. Description of project, including whether it constitutes a renovation or new construction, the number of square feet to be constructed/renovated, the type of equipment being purchased, and any other pertinent information.
- B. Estimated time of construction or renovation, including start date and completion date.
- C. Principal products, uses and activities of project, including SIC Code of activity to be financed.
- D. Estimated useful life of buildings and/or equipment.
- E. Brief narrative describing purpose of project, explaining the business rationale and economic benefits to be achieved from the project.

Project Eligibility

Does the project meet the eligibility qualifications as defined by Section 91503 of the Act (discussed in the earlier section under "Eligible Projects")? Please provide a brief narrative indicating how the project qualifies.

V. COSTS OF THE PROJECT

State the total costs associated with the acquisition of the site and construction of the proposed project, including any utilities and proposed machinery and equipment purchases. Separate the costs based on their financing sources: the left column should total the bond amount; the sum of both columns should equal the total project costs.

	<u>To Be Paid From Bond Proceeds</u>	<u>To Be Paid From All Other Sources</u>
Acquisition of Land ¹	_____	_____
Acquisition of Existing Buildings	_____	_____
Fees and other charges related to sale	_____	_____
Rehabilitation of Existing Building(s)	_____	_____
Site Preparation	_____	_____
Construction of New Building(s)	_____	_____
Utilities Connection	_____	_____

Acquisition and Installation of Used
Equipment

Acquisition and Installation of New
Equipment

(a) Invoice

(b) Installation

(c) Other (please explain)

Engineering/Architecture

Legal, Permits, etc.

Bond Issuance Expenses²

(including discount)

Letter of Credit or Bond Insurance Fee

Interest During Construction

from _____ to _____.

Interest Income During Construction

from _____ to _____.

Other (please explain)

**Total Bond
Amount**

\$

**Total Other
Costs**

\$

1. Only 25% of bond proceeds may be applied to the acquisition of land. This cost includes the cost of demolition of any existing buildings.
2. Total of issuance expenses paid from bond proceeds cannot exceed 2% of face amount of bonds.

NOTE: Project costs may not include working capital, moving expenses, inventory or assumption, repayment or refinancing of existing indebtedness other than construction loans.

VI. PUBLIC BENEFITS

- A. Employment Benefits - Please provide your current figures on employment payroll and sales volume and your best estimate of these figures at the completion of the project and two years after completion.

	Currently	Upon Completion of Project	Two Years After Completion
<u>Statewide Operations</u>			
Number of Locations			
Total Sales Volume			
Number of Employees			
Total Payroll			
<u>Project Site</u>			
Total Employment			
Management			
Skilled			
Unskilled			
Total Payroll			

- B. Other Employment Information, if applicable

1. Will completion of project lead to increased employment and payroll among your vendors, service providers or other related companies?
2. Indicate the impact of the proposed new jobs on areas of severe unemployment.
3. Will the completion of the project enable the company to retain jobs that would otherwise be lost?

- C. Resource Conservation - Discuss any benefits of resource conservation arising from the project, including mineral and energy conservation, waste reduction, improvement of recovery, and more efficient resource utilization.

- D. Consumer Benefits - How will this project increase the quality of or the quantity of products produced? Does the project involve the development of a new product or any particular product innovations?

- E. Other Public Benefits - Describe any other public benefits from the project, including, the revitalization of a depressed area, decreased public assistance payments or additional services or investment in the local community.

VII. PUBLIC DETRIMENTS

- A. Employment displacement - will the completion of the project contribute to job displacements (resulting from site clearance or demise of competing firms)?
- B. Environmental impact - Does construction of the project, or completion of the project, have any adverse environmental impact, including additional waste disposal? If so, describe.
- C. Economic impact on the city, county and/or state - Estimate types and costs of new public services or infrastructure improvements required by the projects, including utility upgrades and street improvements.

VIII. RELOCATION

- A. Reason for Relocation - If financing is required for relocation of a facility within the State of California, document that the relocation is due to one of the following:
 - 1. An inadequacy of the existing facility.
 - 2. A significant change in the firm's operations that would require a different location.
 - 3. A building moratorium where the existing facility is located.
 - 4. Expiration of the existing lease and proof that it cannot be renewed on reasonable economic terms.
 - 5. An economic need to move closer to the firm's customers or supplies.
 - 6. Inability to find adequate expansion space in the existing community.
 - 7. Other
- B. Will the company retain its current employees at the new facility? If so, what steps will the company take to mitigate the effects of the relocation on its current employees? Examples of measures include relocation expenses or transportation assistance.

- C. Is the relocation necessary to prevent the relocation of substantial operations of the company outside the state, or the abandonment of substantial operations of the company? If so, document.

IX. PROPOSED BOND ISSUE

- A. Proposed terms of the bonds, including type of placement (private or public), final maturity, the mode of the bonds (that is, variable rate or fixed rate), and whether the bond issue is being used to refund an outstanding issue.
- B. Security on the bonds - Provide a commitment letter from a bank for an irrevocable letter of credit or guarantee of bond insurance (include as attachment).
- C. Identify the participants in the bond issue, including their names, addresses, telephone numbers, and contact persons:

- | | |
|----------------------|--------------------------|
| 1) Underwriter | 5) Letter of Credit Bank |
| 2) Bond Counsel | 6) Trustee |
| 3) Financial Advisor | 7) Paying Agent |
| 4) Applicant Counsel | 8) Other Participants |

X. ADDITIONAL DOCUMENTS

Please submit the following documents along with the application. If not available, indicate when they will be submitted

- A. Public Agency Actions
1. Resolution of Intent from the Industrial Development Authority.
 2. Notice of the TEFRA hearing by the local authority.
 3. If the proposed project is undertaken by a County Industrial Development Authority within the territorial jurisdiction of an incorporated city, attach evidence of the required notification of the proposed project to the city.
- B. Financial Statements for the past three years. For public corporations, these should be the latest 10K's; for private companies, we require the highest level of financial statements available.
- C. Any other resolutions or documents relating to actions taken by the IDA and the Public Agency with respect to the application.

XI. APPLICATION FEE - \$1,250.00 at time of application. The general fee (1/4 of 1% of the total bond amount) will be paid at the time of bond closing.

-END OF APPLICATION-

Please refer to the "Submission Format" section on Page 6 of the instructions preceding the application for the recommended format of the submitted application.

**POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The California Industrial Development Financing Advisory Commission (CIDFAC) does not discriminate on the basis of disability in employment or in the admission and access to its program or activities and has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title I of the Americans with Disabilities Act (ADA). This information concerning the provision of the ADA, and the rights provided thereunder, are available from the ADA Coordinator, 915 Capital Mall, Room 457, Sacramento, CA 95814.